

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION
36-2802**



12 MAY 2016

Personnel

***THE 45TH SPACE WING
RECOGNITION PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*; Air Force Instruction 36-2805, *Special Trophies and Awards*; and Air Force Instruction 65-601 V1, *Budget and Guidance Procedures* and provides guidelines for the nomination and selection of outstanding military and civilian personnel. It establishes and governs the 45th Space Wing Quarterly/Annual Recognition Programs and the 45th Space Wing Superior Performance Award Program. It applies to personnel assigned to the 45th Space Wing and tenant units with members of the Patrick AFB Honor Guard. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., **Chapter 857**, and E.O.9397. System of records notice F900-AF-MP-A "Awards and Decorations" applies. If the Air Force (AF) and/or Headquarters Air Force Space Command (HQ AFSPC) make policy changes affecting this program, changes will supersede this instruction. The overall objective is to recognize outstanding performers and individual achievements on a continuing basis.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, Recommendation for Change of Publication; route AF 847 from the field through the appropriate functional chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397, FDR on Social

Security-Numbering System for Federal Accounts Relating to Individual Persons, 22 November 1943, authorizes using the social security number as a personal identifier. The Social Security Number is required for the positive identification of personnel. The authority to collect and maintain the information is 5 U.S.C. 552A, Title 5, United States Code (U.S.C.) Section 552a as amended, The Privacy Act of 1974.

SUMMARY OF CHANGES

This publication has been significantly revised. The changes within this rewrite of 45 SWI 36-2802 include: eliminating the Vice Commander's responsibilities, establishing the 45 SW Executive Director as the board president for all civilian awards, updating the Command Chief Executive Assistant's responsibilities to include absorbing the following section's responsibilities; 45 FSS/FSMP, 45 FSS/FSMM and Airmen and Family Readiness Center, reducing the number of bullets for the quarterly awards and renaming the category headings, outlining annual award requirements, eliminating the innovation awards and volunteer awards, outlining Honor Guard award guidelines along with exceptions made for award participation by Honor Guard tenant unit members, creating the superior performance award, replacing score sheets, removing the installation level awards and releasing tenant unit and mission partner participation, as well as eliminating redundancies and contradictions in the previous instruction.

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Chapter 1

AWARD PROGRAM RESPONSIBILITIES

1.1. The 45 SW Commander (CC) is responsible for the wing recognition program and approval of winners.

1.2. The 45 SW Command Chief (CCC) is responsible for:

- 1.2.1. Serving as the OPR for 45 SW quarterly and annual award programs.
- 1.2.2. Establishing and notifying 45 SW organizations of nomination suspense dates for the quarterly and annual award programs.
- 1.2.3. Establishing board dates and determining board members.
- 1.2.4. Selecting quarterly and annual award trophies or mementos each year.
- 1.2.5. Briefing board presidents on procedures as appropriate.
- 1.2.6. Serving as the board president on the enlisted Honor Guard Annual Award Board.

1.3. The 45 SW Executive Director (CD) is responsible for:

- 1.3.1. Serving as the board president for 45 SW civilian quarterly and annual award boards.
- 1.3.2. Briefing board members on their primary duties and responsibilities prior to the board convening.
- 1.3.3. Ensuring board members understand and know how to effectively score award packages.
- 1.3.4. Briefing board members on the confidentiality of the board proceedings.
- 1.3.5. Reviewing the award nominations to ensure they are in accordance with (IAW) this instruction.

1.4. The Command Chief Executive Assistant (CCCA) is responsible for:

- 1.4.1. Serving as the single point of contact for all quarterly and annual awards.
- 1.4.2. Collecting all nomination packages.
- 1.4.3. Electronically sending packages and corresponding score sheets to all board members no later than (NLT) 1 duty day prior to the board date.
- 1.4.4. Ensuring appropriate award elements (e.g., plaques, trophies, etc.) are prepared and delivered to their respective events.
- 1.4.5. Forwarding the complete recommendation package to 14 AF or HQ AFSPC, as applicable.
- 1.4.6. Collecting official photographs of winners and updating recognition displays throughout the 45 SW.
- 1.4.7. Coordinating with the Top III to purchase the awards.

1.5. The group commander/group superintendent is responsible for:

- 1.5.1. Ensuring board members are available, as requested by the 45 SW/CCC.
- 1.5.2. Forwarding all group-level winners to the 45 SW/CCCA for wing competition by the wing suspense date.

1.6. The unit commander/unit superintendent is responsible for:

- 1.6.1. Working with group superintendents by providing board members as requested by the 45 SW/CCC.
- 1.6.2. Providing replacement board members if selected members become unavailable.
- 1.6.3. Forwarding all squadron-level winners to their respective groups in accordance with prearranged guidance and timelines.

1.7. First Sergeants are responsible for:

- 1.7.1. Ensuring nominees meet the requirements of AFI 36-2905, *Fitness Program*. Member must have a passing fitness assessment. Member must not have an unfavorable information file, be on a control roster, and must maintain proper dress and appearance standards.

1.8. Awards board presidents are responsible for:

- 1.8.1. Acting as a voting member in the event of a tie.
- 1.8.2. Briefing board members on their primary duties and responsibilities prior to the board convening.
- 1.8.3. Coordinating face-to-face meetings between all board members once award packages are graded to discuss scoring prior to submission of results to 45 SW/CCCA.
- 1.8.4. Ensuring board members understand and know how to effectively score award packages.
- 1.8.5. Briefing board members on the confidentiality of the board proceedings.

Chapter 2

MILITARY RECOGNITION PROGRAM

2.1. Objective. Recognize outstanding active duty personnel.

2.2. Military Nominee Eligibility. The recognition program is administered on a calendar year basis. Personnel must serve with the nominating unit for at least one-half the nomination period for quarterly and annual awards. Personnel promoted during the award period will compete with their respective peers in the rank they possess at the time of the nomination. Individuals must not have disciplinary action pending. Grade criteria are as follows:

- 2.2.1. O4 for Field Grade Officer (FGO).
- 2.2.2. O1 through O3 for Company Grade Officer (CGO).
- 2.2.3. E-7 through E-8 for Senior Noncommissioned Officer (SNCO).
- 2.2.4. E-5 through E-6 for Noncommissioned Officer (NCO).
- 2.2.5. E-1 through E-4 for Airmen (AMN).
- 2.2.6. E-7 through E-8 with AFSC 8F000 for First Sergeant.
- 2.2.7. E-1 through E-6 for Honor Guard (Enlisted).
- 2.2.8. O1 through O3 for Honor Guard (Officer)

2.3. Military Quarterly Award Nomination Procedures:

- 2.3.1. There will be one recognition board held per category.
- 2.3.2. Eligibility:
 - 2.3.2.1. Each group may submit no more than one nominee in each category to the wing quarterly recognition boards.
 - 2.3.2.2. Accomplishments must have occurred during the period of the award (January-March, April-June, July-September, or October-December).
- 2.3.3. Nomination packages for the wing quarterly award boards will include the following:
 - 2.3.3.1. The AF 1206, Nomination for Award, front page only.
 - 2.3.3.1.1. Nominations must be restricted to 10 lines max including headers (eight lines of data and two category headings), single spaced, size 12 font and bullet format. Include list of acronyms and abbreviations on the reverse.
 - 2.3.3.1.2. Headers: (Note: No other information may be included on the header lines).
 - 2.3.3.1.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.
 - 2.3.3.1.2.2. WHOLE AIRMAN CONCEPT (Personal/Professional Development, Esprit De Corps, and Community Relations).
- 2.3.4. The 45 SW/CC will normally provide brief recognition of all quarterly award winners in the beginning of a 45 SW/CC call.

2.4. Military Annual Award Nomination Procedures:

- 2.4.1. There will be one recognition board held per category to determine the award winner.
- 2.4.2. Each group may submit no more than one nominee in each category to the wing annual recognition board.
- 2.4.3. Accomplishments must have occurred during the period of 1 January – 31 December.
- 2.4.4. The annual nominee does not have to be a quarterly winner of any quarter in that calendar year.
- 2.4.5. Use the AF 1206, front page only.
 - 2.4.5.1. Nominations must be restricted to 30 lines max including headers (27 lines of data and three category headings), single spaced, size 12 font and bullet format.
 - 2.4.5.2. Headers: (Note: No other information may be included in the header lines).
 - 2.4.5.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.
 - 2.4.5.2.2. SIGNIFICANT SELF-IMPROVEMENT.
 - 2.4.5.2.3. BASE OR COMMUNITY INVOLVEMENT.
- 2.4.6. The winners of the wing annual enlisted boards (AMN, NCO and SNCO) will compete for the 12 Outstanding Airmen of the Year Award. The winner of the wing annual First Sergeant board will compete for the USAF First Sergeant of the Year Award. The winner of the wing annual CGO board will compete for the AFSPC CGO of the Year Award. The winner of the wing annual FGO board will compete for the 14 AF FGO of the Year Award.
 - 2.4.6.1. Nomination packages for the wing annual award boards will include the following in addition to the AF 1206:
 - 2.4.6.1.1. A recommendation letter as required by AFSPC.
 - 2.4.6.1.2. A biography as required by AFSPC.
 - 2.4.6.1.3. A statement of intent on wing letterhead as required by AFSPC.
 - 2.4.6.1.4. A statement of release on wing letterhead as required by AFSPC.
 - 2.4.6.1.5. Photo(s) as required by AFSPC.
 - 2.4.6.1.6. Citation as required by AFSPC.
 - 2.4.6.1.7. A current fitness report.
 - 2.4.6.1.8. SURF. (Enlisted categories)
 - 2.4.6.1.9. Records Review RIP. (Officer categories)

2.5. Board Member Selection Criteria:

- 2.5.1. The 45 SW/CCCA will provide a board schedule to each participating organization. Those organizations will in turn solicit for volunteers to serve as board members and return the selections to the 45 SW/CCCA by the established suspense date.

2.5.2. Wing boards will consist of at least four members and a president. The president is a non-voting member, except in the case of an overall tie.

2.5.3. Board members and board president of each respective category

2.5.4. Board members will be rotated among base organizations.

2.5.5. Board member grade requirements are as follows:

2.5.5.1. AMN Category: SSgt or TSgt (President: MSgt).

2.5.5.2. NCO Category: MSgt or SMSgt (President: CMSgt).

2.5.5.3. SNCO Category: CMSgt or Gp Supt (President: 45 SW/CCC).

2.5.5.4. CGO and FGO Category: Lt Col or Col (President: O6).

2.5.5.5. First Sergeant Category: 45 SW/CCC and two CMSgts.

2.5.5.6. Enlisted Honor Guard Categories: HG staff members (Quarterly Awards President: HG Superintendent. Annual Awards President: 45 SW/CCC or designated representative).

2.5.5.7. CGO Honor Guard Category: HG staff members (President: FGO)

Chapter 3

CIVILIAN RECOGNITION PROGRAM

3.1. Objective. Recognize outstanding appropriated and non-appropriated funds (NAF) civilians.

3.2. Civilian Nominee Eligibility. The recognition program is administered on a calendar year basis. Individuals will compete in the grade they held for the majority of the award period. Members must have been assigned to the organization for at least 50 percent of the award period to compete. Individuals must not have disciplinary action pending or be on a Personnel Improvement Plan (PIP). Grade criteria is as follows:

3.2.1. Civilian Category I.

3.2.1.1. Supervisory: GS (GG) 1 through 8; WS-1 through WS-10; NAF III.

3.2.1.2. Non-Supervisory: GS (GG) 1 through 8; WG-1 through WG-7; WL-1 through WL-5; NAF 1 through NAF II.

3.2.2. Civilian Category II.

3.2.2.1. Supervisory: GS (GG) 9 through 14; WS-11 through WS-14; NAF IV.

3.2.2.2. Non-Supervisory: GS (GG) 9 through 14; WG-8 through WG-15; WL-6 through WL-15; NAF III and NAF IV.

3.3. Civilian Quarterly Award Nomination Procedures:

3.3.1. There will be one recognition board held per category to determine the award winner.

3.3.2. Eligibility:

3.3.2.1. Each group may submit no more than one nominee in each category to the wing quarterly recognition boards.

3.3.2.2. Accomplishments must have occurred during the period of the award (January-March, April-June, July-September, or October-December).

3.3.3. Nomination packages for the wing quarterly award boards will include the following:

3.3.3.1. The AF 1206, Nomination for Award, front page only.

3.3.3.1.1. Nominations must be restricted to 12 lines max including headers (nine lines of data for the non-supervisory category and eight lines of data for the supervisory category), single spaced, size 12 font and bullet format. Include list of acronyms and abbreviations on the reverse.

3.3.3.1.2. Headers: (Note: No other information may be included on the header lines).

3.3.3.1.2.1. Non-Supervisory:

3.3.3.1.2.1.1. JOB ACCOMPLISHMENTS, EFFICIENCY AND PRODUCTIVITY.

3.3.3.1.2.1.2. DEMONSTRATED LEADERSHIP QUALITIES AND

INITIATIVE.

3.3.3.1.2.1.3. SELF-IMPROVEMENT AND DEVELOPMENT.

3.3.3.1.2.2. Supervisory:

3.3.3.1.2.2.1. MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT.

3.3.3.1.2.2.2. ENCOURAGES INNOVATION AND REMOVES UNNECESSARY BARRIERS.

3.3.3.1.2.2.3. ENCOURAGES PROFESSIONAL GROWTH OF STAFF.

3.3.3.1.2.2.4. COMMUNICATES AND PROMOTES A COLLABORATIVE ENVIRONMENT.

3.3.4. The 45 SW/CC will normally provide brief recognition of all quarterly award winners in the beginning of a 45 SW/CC call.

3.4. Civilian Annual Award Nomination Procedures:

3.4.1. There will be one recognition board held per category to determine the award winner.

3.4.2. Each group may submit no more than one nominee in each category to the wing annual recognition boards.

3.4.3. Accomplishments must have occurred during the period of 1 January – 31 December.

3.4.4. The annual nominee does not have to be a quarterly winner of any quarter in that calendar year.

3.4.5. Use the AF 1206, Nomination for Award, front page only.

3.4.5.1. Nominations must be restricted to 30 lines max including headers (26 lines of data and four category headings), single spaced, size 12-pitch font and bullet format.

3.4.5.2. Headers: (Note: No other information may be included in the header lines).

3.4.5.2.1. Non-Supervisory:

3.4.5.2.1.1. JOB ACCOMPLISHMENTS, EFFICIENCY AND PRODUCTIVITY.

3.4.5.2.1.2. DEMONSTRATED LEADERSHIP QUALITIES AND INITIATIVE.

3.4.5.2.1.3. SELF-IMPROVEMENT AND DEVELOPMENT.

3.4.5.2.1.4. BASE AND COMMUNITY INVOLVEMENT.

3.4.5.2.2. Supervisory:

3.4.5.2.2.1. MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT.

3.4.5.2.2.2. ENCOURAGES INNOVATION AND REMOVES UNNECESSARY BARRIERS.

3.4.5.2.2.3. ENCOURAGES PROFESSIONAL GROWTH OF STAFF.

3.4.5.2.2.4. COMMUNICATES AND PROMOTES A COLLABORATIVE

ENVIRONMENT.

3.4.6. The winners of the wing annual civilian board will compete for the AFSPC Civilian of the Year award. Nomination packages for the wing annual awards board in the civilian categories will include the following in addition to the AF 1206:

3.4.6.1. A recommendation letter as required by AFSPC.

3.4.6.2. A biography as required by AFSPC.

3.5. Board Member Selection Criteria:

3.5.1. Wing boards will consist of at least three members and a president. The president is a non-voting member, except in the case of an overall tie.

3.5.2. Board members will be rotated among base organizations.

3.5.3. GS-12s and above will serve as board members for all quarterly and annual boards.

Chapter 4

TEAM EXCELLENCE RECOGNITION PROGRAM

4.1. Objective. Recognize outstanding team performance in improving operational capability.

4.2. Team Excellence Award Eligibility:

4.2.1. A team is defined as a group of at least 2 people, but not to exceed 30 people, organized for the common purpose of improving operational capability (product or service) through a performance improvement process.

4.2.1.1. Examples of teams that may be considered include, but are not limited to, Process Action Teams, Developmental Teams, Tiger Teams and Natural Work Group Teams.

4.2.1.2. Eligible team members include military, Department of Defense (DoD) civilians and non-DoD civilians.

4.2.1.3. Teams chartered by DoD agencies may include contractor personnel. However, contractor personnel can only be recognized within their respective employing organizations and not through the installation awards program (e.g., contractor personnel may be listed on the AF 1206 and recognized at the awards ceremony, but may not be rewarded with incentives from the installation).

4.2.2. The 45 SW Team Excellence Award program is modeled after the Chief of Staff Team Excellence Award (CSTEА), as outlined by AFI 36-2868, *Chief of Staff Team Excellence Award*.

4.2.2.1. The Annual Team Excellence Award winner may be nominated to compete for the CSTEА.

4.3. Board Member Selection Criteria:

4.3.1. The Team Excellence Award board will consist of at least three members and a board president. The board members will be selected from 45 SW organizations. The president is a non-voting member, except in the case of an overall tie.

4.3.1.1. Board President: Lieutenant Colonel

4.3.1.2. Officer: Major

4.3.1.3. Enlisted: MSgt – CMSgt.

4.3.1.4. Civilian: GS-12 and above.

4.4. Team Excellence Award Nomination Procedures:

4.4.1. The following rules apply for both annual and quarterly nominations:

4.4.1.1. There will be one recognition board held to determine the winner of the PAFB/CCAFS Team Excellence Award.

4.4.1.2. Each group may submit no more than one nominee.

4.4.1.3. Accomplishments must have occurred during the following periods:

- 4.4.1.3.1. Quarterly: During the period of the award (January-March, April-June, July-September, or October-December).
- 4.4.1.3.2. Annual: During the period of 1 January – 31 December. The annual nominee does not have to be a quarterly winner of any quarter in that calendar year.
- 4.4.2. Use the AF 1206, Nomination for Award.
 - 4.4.2.1. Nominations must be restricted to one page, single-spaced, size 12-pitch font and bullet format.
 - 4.4.2.2. Headers: (Note: No other information may be included in the header lines).
 - 4.4.2.2.1. PROCESS OWNER.
 - 4.4.2.2.2. TEAM MEMBERS.
 - 4.4.2.2.3. PROCESS.
 - 4.4.2.2.4. IMPACT AND RESULTS.
 - 4.4.2.2.5. SUSTAINMENT AND STANDARDIZATION.

Chapter 5

HONOR GUARD RECOGNITION PROGRAM

5.1. Objective. Recognize Honor Guard members whose service has been sustained, direct and of a consequential nature.

5.2. Responsibilities.

5.2.1. The Honor Guard Superintendent:

5.2.1.1. Manages the Honor Guard Recognition Program.

5.2.1.2. Serves as the board president for the Honor Guard quarterly award boards.

5.2.1.3. Selects four board members from the Honor Guard staff to serve on the Honor Guard quarterly award boards.

5.2.1.4. Serves as a board member on the Honor Guard annual award boards.

5.2.1.5. Provides board results to the 45 SW/CCCA.

5.3. Eligibility.

5.3.1. Honor Guard Members who have completed initial training and are currently performing Honor Guard duties, to include tenant unit Honor Guard members.

5.3.2. Tenant unit Honor Guard members are eligible to participate in the Honor Guard Recognition program while assigned to the 45 SW Honor Guard Unit.

5.3.3. For annual nominations the member must have performed Honor Guard duties for at least 6 months of the year.

5.4. Honor Guard Quarterly Award Nomination Procedures:

5.4.1. 10 question multiple choice test with a 20 minute time limit.

5.4.2. Nominees participate in an in-person board.

5.5. Honor Guard Annual Award Nomination Procedures:

5.5.1. 15 question multiple choice test with a 30 minute time limit.

5.5.2. Nominees participate in an in-person board.

5.5.3. Nominees complete an AF Form 1206 IAW current HAF guidance.

Chapter 6

SUPERIOR PERFORMANCE AWARD

6.1. Objective. Provides all 45 SW Commanders and the Command Chief with the means to provide on-the-spot recognition and appreciation awards to individuals that have contributed to the 45 SW mission and have merited immediate recognition. A Superior Performance Award can be in the form of a coin, day pass, etc. which can be given out at the Commander or Command Chief's preferred time and place.

6.2. Eligibility. The Superior Performance Award program applies to military and civilian members assigned to the 45 SW. Contracted personnel are not eligible for a Superior Performance Award.

6.3. Criteria. A recipient must have exemplified the core values of the Air Force, and gone above and beyond his/her job description. This can include, but is not limited to:

6.3.1. Completing a significant task not within the purview of normal duties.

6.3.2. Affecting the mission in a manner well above that of all other peers.

6.4. Coins:

6.4.1. Coins presented as awards to military members and appropriated fund employees may be unit funded.

6.4.2. Coins purchased with personal or private funds do not fall under the limitations of this instruction.

6.4.3. Unit funded coins may not be used as personal or commemorative gifts, souvenirs, tokens of exchange in games, or as morale-builders unrelated to special achievements.

6.4.4. Unit funded coins may not be used as tokens of appreciation for foreign officials or non- Federal personnel in recognition of general support of improved community relations.

WAYNE R. MONTEITH, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 Mar 2008
AFPD 36-28, *Awards and Decorations Program*, 9 May 2014
AFI 36-2805, Special Trophies and Awards, 14 Mar 2013
AFI 36-2868, Chief of Staff Team Excellence Award, 18 Mar 2009
AFI 36-2905, Fitness Program, 21 Oct 2013
AFI 65-601 V1, *Budget Guidance and Procedures*, 16 Aug 2012

Abbreviations and Acronyms

45 SW—45th Space Wing
AFFMS—Air Force Fitness Management System
AFRIMS—Air Force Records Information Management System
AFSPC—Air Force Space Command
CCAFS—Cape Canaveral Air Force Station
CSTE A—Chief of Staff Team Excellence Award
HAF—Headquarters Air Force
HQ AFSPC—Headquarters Air Force Space Command
MAJCOM—Major Command
NAF—Non-appropriated funds
PAFB—Patrick Air Force Base
PME—Professional Military Education
RDS—Records Disposition Schedule
RIP—Report on Individual Personnel
RPA—Request for Personnel Action
RRR—Records Review Rip
SURF—Single Unit Retrieval Format
SW—Space Wing

Attachment 2

SAMPLE TEAM EXCELLENCE AWARD SCORE SHEET

Table A2.1. Rate each area individually using only the comments on the nomination form to determine score.

CRITERIA	COMMENTS	SCORE
A8.1 PROCESS		0-20 Points
A8.1.1. Process title and description (2 pts)		
A8.1.2. Mission of the organization, how it links to the wing (or equivalent) mission and if improvement process was self-initiated or directed by senior leadership (4 pts)		
A8.1.3. Key customers (4 pts)		
A8.1.4. Innovative tools, ideas and concepts used to develop final solution (5 pts)		
A8.1.5. Comprehensive final solution and impact to key customers (5 pts)		
A8.2 IMPACT AND RESULTS		0-50 Points
A8.2.1. How process affects unit mission and to what degree (10 pts)		
A8.2.2. Benefit to the Air Force, MAJCOM or Wing (15 pts)		
A8.2.3. Costs to implement the process improvement (5 pts)		
A8.2.4. Return on investment calculations (10 pts)		
A8.2.5. Validation of resource savings (10 pts)		
A8-3 SUSTAINMENT AND STANDARDIZATION		0-30 Points
A8.3.1. Steps taken to sustain improvement (15 pts)		
A8.3.2. Steps taken to share improvement(s) throughout MAJCOM and/or Air Force (15 pts)		
100 POSSIBLE POINTS	TOTAL	

Attachment 3

ANNUAL/QUARTERLY AWARD SAMPLE SCORE SHEET

Figure A3.1. Annual/Quarterly Award Score Sheet.

Board President:			
Board Members:			
NOMINATION EVALUATION			
NAME	UNIT	TOTAL SCORE	RANK ORDER
10	ABSOLUTELY SUPERIOR		
9.5	OUTSTANDING PACKAGE		
9.0	FEW COULD BE BETTER		
8.5	STRONG PACKAGE		
8.0	SLIGHTLY ABOVE AVERAGE		
7.5	AVERAGE		
7.0	SLIGHTLY BELOW AVERAGE		
6.5	WELL BELOW AVERAGE		
6.0	LOWEST IN POTENTIAL		
Date: _____			
Board Member Signature: _____			

Attachment 4

SAMPLE ANNUAL SUPERVISORY CIVILIAN SCORE SHEET

Figure A4.1. Sample Annual Supervisory Civilian Score Sheet.

Supervisory Civilian Score Sheet							
		Board President					
Board Member Name		Written Package				Total Score	Rank Order
Unit	Name	Motivates and Creates a Productive Work Environment	Encourages Innovation and Removes Unnecessary Barriers	Encourages Professional Growth of Staff	Communicates and Promotes a Collaborative Environment		
		10-25 Points	10-25 Points	10-25 Points	10-25 Points		

Scoring

25 - Absolutely Superior

22 - Outstanding Package

20 - Few Could Be Better

18 - Strong Package

16 - Slightly Above Average

14 - Average

12 - Slightly Below Average

10 - Potential

Board Member Signature _____

Attachment 5

SAMPLE ANNUAL NON-SUPERVISORY CIVILIAN SCORE SHEET

Figure A5.1. Sample Annual Non-Supervisory Civilian Score Sheet.

Non-Supervisory Civilian Score Sheet							
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>							
Board Member Name		Written Package				Total Score	Rank Order
Unit	Name	Job Accomplishments, Efficiency and Productivity	Demonstrated Leadership Qualities and Initiative	Self-Improvement and Development	Base and Community Involvement		
		Q: 35-50 Points A: 22-40 Points	Q: 15-30 Points A: 2-20 Points	Q: 5-20 Points A: 2-20 Points	Q: N/A A: 2-20 Points		

Quarterly Scoring

50/30/20 - Absolutely Superior

48/28/18 - Outstanding Package

46/26/16 - Few Could Be Better

44/24/14 - Strong Package

42/22/12 - Slightly Above Average

30/20/10 - Average

38/18/8 - Slightly Below Average

35/15/5 - Potential

Annual Scoring

40/20/20/20 - Absolutely Superior

38/18/18/18 - Outstanding Package

36/16/16/16 - Few Could Be Better

34/14/14/14 - Strong Package

32/12/12/12 - Slightly Above Average

30/10/10/10 - Average

28/8/8/8 - Slightly Below Average

26/6/6/6 - Well Below Average

24/4/4/4 - Potential

22/2/2/2 - Lowest in Potential

Board Member Signature _____

Attachment 6

SAMPLE ANNUAL AWARDS CHECKLIST

Figure A6.1. 45 SW Annual Awards Checklist.

<u>FGO</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography <input type="checkbox"/> Records Review RIP <input type="checkbox"/> Photo(s) <input type="checkbox"/> Current AFFMS print out	<u>First Sgt</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography <input type="checkbox"/> Release Statement <input type="checkbox"/> Citation <input type="checkbox"/> Photo(s) <input type="checkbox"/> Current AFFMS print out
<u>CGO</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography <input type="checkbox"/> Records Review RIP <input type="checkbox"/> Photo(s) <input type="checkbox"/> Current AFFMS print out	<u>Civ Cat I (NS)</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography
<u>SNCO</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography <input type="checkbox"/> Statement of Intent <input type="checkbox"/> Release Statement <input type="checkbox"/> Photo(s) <input type="checkbox"/> Current AFFMS print out	<u>Civ Cat I (S)</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography
<u>NCO</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography <input type="checkbox"/> Statement of Intent <input type="checkbox"/> Release Statement <input type="checkbox"/> Photo(s) <input type="checkbox"/> Current AFFMS print out	<u>Civ Cat II (NS)</u> <input type="checkbox"/> 1206 (30 lines) <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Biography

<u>AMN</u>	<u>Civ Cat II (S)</u>
<input type="checkbox"/> 1206 (30 lines)	<input type="checkbox"/> 1206 (30 lines)
<input type="checkbox"/> Recommendation Letter	<input type="checkbox"/> Recommendation Letter
<input type="checkbox"/> Biography	<input type="checkbox"/> Biography
<input type="checkbox"/> Statement of Intent	
<input type="checkbox"/> Release Statement	
<input type="checkbox"/> Photo(s)	
<input type="checkbox"/> Current AFFMS print out	